

*Pls plan  
to attend*



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OFFICE OF MEDICAL SERVICES

Planning Program - FY 85

Agenda for Conference

6 March 1985

1D4021 Headquarters

0930 - 0935	Accomplishments - D/OMS	
0935 - 0945	Enhance Employees' Awareness of EAP and Develop an Orderly Expansion of the Program's Resources -	STAT
0945 - 0955	Implement CPR and Basic First-Aid Course for Agency Handicapped Employees and Develop a DDA/CT Program -	STAT
0955 - 1005	Complete Phase II, Operation UPLIFT -	STAT
1005 - 1015	Develop Automated Psychological Testing Support of Psychiatric Evaluations -	STAT
1015 - 1025	Evaluate SSB/SPD Selection Process -	STAT
1025 - 1035	Establish an Effective Applicant Data Exchange Between PSD and SPD -	STAT
1035 - 1045	Safety Enhancement -	STAT

*James H.*

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- c. Update roster of component safety officers in Headquarters area. [ ] 25X1
- d. Brief each newly assigned component safety officer in the Headquarters area. [ ] 25X1
- e. Register newly assigned component safety officers in a Basic Safety and Health Course. [ ] 25X1
- f. Employ a fire protection engineer. [ ] 25X1
- g. Begin implementation of the [ ] Radiation Safety. [ ] 25X1  
Safety and Health Regulations [ ] 25X1
- (1) Take over radiation monitoring (badge) program from OS/TSD. [ ] 25X1
- (2) Establish a working relationship through the OC Safety Officer with the OC Engineering Staff responsible for [ ] 25X1
- h. Formalize criteria for Radiation, Industrial Hygiene, and Environmental Health Programs. [ ] 25X1
- Work with State Air Pollution Control Board and Regional Occupational Safety and Health personnel to monitor asbestos removal projects. [ ] 25X1
- i. Update present position descriptions and develop position descriptions for new positions in the Safety Staff [ ] 25X1
- j. Criteria for the basic fire protection document will be 25 percent complete. [ ] 25X1
- k. Document covering specifications for fire protection systems to be 25 percent complete. [ ] 25X1
- Second Quarter
- a. Three trips overseas during which three new employees will receive training. [ ] 25X1
- b. Conduct two 5-day Basic Safety and Health courses. [ ] 25X1
- c. Fill the safety officer position [ ] 25X1

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25X1 d. Continue updating, briefing, and training of component  
safety officers in Headquarters area. [redacted]

25X1 e. Continue implementations of [redacted] 25X1  
Safety and Health Regulations [redacted] Radiation Safety, as well 25X1  
as the Industrial Hygiene and Environmental Health Programs [redacted]

25X1 f. Basic fire protection document to be 50 percent  
completed. [redacted]

25X1 g. Document covering specifications for fire protection  
systems to be 50 percent completed. [redacted]

25X1 h. Employ a fire protection engineer, a safety management  
officer, an industrial hygienist (chemist), and at least one  
co-op trainee in each of the three Branches. [redacted]

Third Quarter

25X1 a. Three trips overseas. [redacted]

25X1 b. Conduct three Basic Safety and Health Courses. [redacted]

25X1 c. Continue updating, briefing, and training component  
safety officers [redacted]

25X1 d. Continue implementations of [redacted] 25X1  
Safety and Health Regulations, Radiation Safety, as well as  
Industrial Hygiene and Environmental Health Program. [redacted]

25X1 e. Basic fire protection document to be 75 percent  
completed. [redacted]

25X1 f. Document covering specifications for fire protection  
systems to be 75 percent completed. [redacted]

Fourth Quarter

25X1 a. Three trips overseas. [redacted]

25X1 b. Conduct one Basic Safety and Health Course. [redacted]

25X1 c. Continue updating, briefing, and training component  
safety officers. [redacted]

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d. Continue implementation of [redacted]  
Safety and Health Regulations [redacted] Radiation Safety, as well  
as Industrial Hygiene and Environmental Health Program. [redacted]

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e. Basic fire protection document to be 100 percent  
completed. [redacted]

f. Document covering specifications for fire protection  
systems to be 100 percent completed. [redacted]

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